



Request for Quotations

HePS Reference Guide

This abbreviated version of the *HePS Request for Quotations Reference Guide* covers only the essential basics of creating, amending, and awarding a small purchasing Request for Quotation. It is not intended to cover all the functions of the HePS system nor explain all of the options or variations available to a buyer. A comprehensive **Buyer Manual** is available online within the HePS system, located under the **Main** tab on the menu bar.

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Table of Contents

	<u>Page</u>
Part 1 – Creating and Releasing an RFQ Solicitation.....	4-12
Steps 1-7 Creating the Solicitation Header.....	4
Step 8 Selecting the Item or Service – Commodity Coding.....	5
Steps 9-14 Adding Quantity, Unit of Measure, Estimated Amount, Description, Attachments, Account Funding.....	6
Steps 1-3 Adding RFQ information – Vendor Selection, Dates, Instructions, Title, Q&A, Pre-Bid Conference, Release RFQ.....	9
Part 2 – Amending an RFQ on the Internet.....	15-18
On Internet, Vendor Responses, Pre-Bid Conference, Questions and Answers, View Vendors.....	15
Amend a Solicitation – Dates, Attachments, Commodity Code, Add/Delete Line Items.....	16
Cancelling an RFQ, Removing from the Internet, Closing for Award.....	18
Part 3 – Creating an Award Notification.....	19-29
View Vendor Responses (Abstract) – Lump Sum, Intent to Award, Award Selection.....	20
Hawaii Compliance Express.....	21
Creating the Award Notification, Award Input Page, Review/Edit Award.....	23
Award by Line Item – Split Awards, PO Generator.....	26
Part 4 – Finding and Managing Awards.....	30-32
Award History – Finding the Award.....	30
Printing the PO Summary Report.....	32
Editing, Cancelling, Multiple Awards, Re-Awarding the Award.....	32
Part 5 - Approvals Manager.....	33-34
Tracking your Document in Approval.....	33
Viewing your Approval Routes.....	34
Part 6 – Search System.....	35-39
Review Documents.....	36
Review Commodity Codes.....	37
Review Notepad.....	38
Review Vendors.....	39
Part 7 – Miscellaneous.....	40
Changing your User Profile and Password.....	40
Finding Documents.....	40

Part 1 - Creating and Releasing an RFQ

This section covers filling out basic header information (due dates, delivery and billing address), choosing and customizing the product or service (including attachments), selecting vendors, adding solicitation instructions and the response due date, and releasing the solicitation to the internet.

To begin, click on the **Create a Solicitation** Icon and choose **RFQ** from the popup



The Solicitation Header has 7 Steps. Placing your cursor on the Step number will provide an explanation in a popup.

Step 1 – Optional Document Tracker Information – numbers or text

Step 2 – Optional Contact person for this solicitation – buyer is the default

Step 3 – Required Delivery Date or Start and End of Contract

Optional Priority – Normal or Rush flag will appear on emails to approvers

Freight and FOB information, the standard default is already set

Step 4 – Choose a Delivery Point or Create a New One from the drop down – Click on button to view info

Step 5 – Choose a Billing Point or Create a New One from the drop down – Click on button to view info

Optional P-Card Information

Step 6 - Optional Internal Notes


Step 7 – Save and Get Items

The screenshot shows the 'eRFQ Solicitation Header' form in the SicommNet Inc. system. The form is divided into several sections, each corresponding to a step in the process:

- STEP 1 DOCUMENT INFORMATION:** Includes fields for Document Date (MON DEC 03, 2007 09:47:45 AM PST), Document No. (D200801457), and an Optional Reference No. field.
- REQUISITIONER INFORMATION:** Includes fields for Requested By (DEFAULT AGENCY DEPARTMENT), Agent (FRANK PIERCE), Telephone No. (808-341-8782), Fax No., and Email Address (fpierce@sicomm.net).
- STEP 2 CONTACT INFORMATION:** Includes a Search For Agency Users section with a text input field (Enter a Last Name To Search By) and a search button.
- STEP 3 PRODUCT OR SERVICE - DATES AND FREIGHT INFORMATION:** Includes fields for Required Delivery Date (MM/DD/YYYY), Length of Contract (Start of Service Date and End of Service Date), and Freight information (Freight / Handling Included in Price, Destination, and FOB Location).
- STEP 4 DELIVERY POINT INFORMATION:** Includes a Deliver To dropdown menu (Headquarters) and a button to view delivery point information.
- STEP 5 BILLING INFORMATION:** Includes a Bill To dropdown menu (DEFAULT) and a button to view billing point information.
- STEP 6 OPTIONAL DOCUMENT NOTES | (FOR INTERNAL USE ONLY):** Includes an open button.
- STEP 7:** Includes a button to SAVE ALL and GET ITEMS >> and a Reset All Fields button.

The form also includes a navigation bar at the top with links to Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. The footer includes copyright information: © 1998-2007 SicommNet, Inc. All Rights Reserved.

You may also enter the commodity code number if you know what it is.

	Main	Solicitation Manager	Create	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA
	Contact Us	Help	Logout					

STEP 0
CHOOSE COMMODITY ITEM(S)


Requisition Item: (or press Enter)

Drill Down search:

Enter text or a commodity number (a 3 digit number reviews Commodity Classes)

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 - adobe:MANREQ - Mon '03 Dec 2007 10:45am

Commodity Codes 001 through 899 are products – Commodity Codes 900 through 999 are services. The purpose of the coding is for the system to identify which vendors will get the email notification

	Main Solicitation Manager Create Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA
Contact Us Help Logout	

STEP 8 CHOOSE COMMODITY ITEM(S)

Refine Item to Requisition: Go (or press Enter) Find: Ctrl F

Enter **Class & 00** to view all items in Class Enter **Class only** to see all subsequent classes

Override 5 Digit Selection Directive: ☐

Select	Class	Item	Get Selected Item Now: <input type="button" value="no"/>	Description
<input type="checkbox"/>	975	21		BOAT AND MOTOR RENTALS
<input type="checkbox"/>	120	16		BOAT BAILERS
<input type="checkbox"/>	120	18		BOAT COMPONENTS
<input type="checkbox"/>	959	34		BOAT CONSTRUCTION SERVICES
<input type="checkbox"/>	971	04		BOAT DOCK/MARINA SPACE RENTALS
<input type="checkbox"/>	120	19		BOAT FENDERS
<input type="checkbox"/>	120	40		BOAT FUEL TANKS

Select	Class	Item	Get Selected Item Now: <input type="button" value="no"/>	Description
<input type="checkbox"/>	120	44		BOAT HARDWARE AND SUPPLIES
<input type="checkbox"/>	959	76		BOAT LAUNCHING SERVICES
<input type="checkbox"/>	959	76		BOAT LIFTING SERVICES
<input type="checkbox"/>	959	24		BOAT MAINTENANCE AND REPAIR
<input type="checkbox"/>	120	75		BOAT MOTOR PROPELLERS
<input type="checkbox"/>	120	20		BOAT RAMPS AND PARTS
<input type="checkbox"/>	120	82		BOAT SAILS

Step 9 - Enter a Quantity and Unit of Measure – you may change the unit of measure using a drop down list

Now that a quantity has been entered you can split the items to various delivery locations – Click on the Alternate Line Item Delivery Point button to split quantities and assign new Delivery Points

Enter the Estimated Total Price of the item or service – for internal use only, not seen by vendors

Optional Allowable variation in Quantity may be entered

Optional tracking number for the item may be entered

Step 10 – Customize the description, up to 6,800 characters may be used (about one page in a word document) to describe the item or service

The custom description may be saved for future use by using the **Save Custom Description** drop down - Select **YES** to save

If the commodity code is not correct, you may choose another one by starting a new search in the bottom frame

SicommNet Inc.
Test and Demonstration Agency
2918 Fifth Avenue
Suite 210
San Diego, CA 92103

eRFQ Solicitation Item Information

Adding New Solicitation Item.

STEP 9 close MANDATORY: *

Quantity :
1 *
EACH (EA) *
Alternate Line Item Delivery Point(0) >>

Estimated Price: MANDATORY Approvals
\$ 25320
Total Estimated Price All Items: 25320
Allowable Variation in Quantity:
0 %
eg. .0875 = 8.75

Document Information :
Document Nbr.: D200801457
Item No.: 001
Reference Number:

STEP 10 COMMODITY INFORMATION close

Commodity Code : 120-23-- Save Custom Description
Description > *
BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES
Boats, Over 21 Feet (Including Ferries)
6,800 characters maximum

STEP 11 FILE ATTACHMENTS(0) close
Click here to attach files. Manage Solicitation Attachments 0 below. On Req: 0

STEP 12 FUNDING INFORMATION Click to enter a Single Fund Citation or, enter the number of Multiple Fund Citations needed and click GO >>

STEP 13 NOTES | (FOR INTERNAL USE ONLY) open

STEP 14 Select an Select an ACTION below. and execute action >> CLICK ONCE ONLY

STEP 14 CHOOSE COMMODITY ITEM(S)
Refine Item to Requisition: Go (or press Enter) Find: Ctrl F
Enter Class & 00 to view all items in Class Enter Class only to see all subsequent classes
Override 5 Digit Selection Directive: ☐

Step 11 - Optionally, you may add attachments by clicking on the [Click here](#) to attach files link

Click **Browse** and find your files

Enter in a description for the file in the space indicated

Click the **Upload** File button

The uploaded file will be indicated in the box and may be viewed or deleted by clicking on the **Manage Solicitation Attachments** link

Additional files may be attached by clicking the link again

Any type of file may be uploaded except executable files (exe)

Any size file may be uploaded by the buyer but large files exceeding 4MBs are not recommended as vendors may have difficulty viewing and downloading them – large files may be broken up into smaller files if necessary

SicommNet Inc.
Test and Demonstration Agency
2918 Fifth Avenue
Suite 210
San Diego, CA 92103

eRFQ Solicitation Item Information

Adding New Solicitation Item.

STEP 9 **MANDATORY:** *

Quantity: *
EACH (EA) *

Estimated Price: **MANDATORY**
\$ 25320
Total Estimated Price All Items: 25320
Allowable Variation in Quantity:
 %
eg. .0875 = 8.75

Document Information:
Document Nbr.: D200801457
Item No.: 001
Reference Number:

Document Attachments

Add a file description for the file to be uploaded, here or below on the main page.
Enter File Description:

Select file:

STEP 11 FILE ATTACHMENTS(0)
Click [here](#) to attach files. [Manage Solicitation Attachments](#) | 0 below. On Req: 0

STEP 12 FUNDING INFORMATION or, enter the number of Multiple Fund Citations needed and click

STEP 13 NOTES | (FOR INTERNAL USE ONLY)

STEP 14 Select an and **CLICK ONCE ONLY**

STEP 8: CHOOSE COMMODITY ITEM(S)
Refine Item to Requisition: (or press Enter) Find: **Ctrl F**
Enter **Class & 00** to view all items in Class Enter **Class only** to see all subsequent classes
Override 5 Digit Selection Directive: ☐

Step 12 - Optionally, you may add Account Coding/Fund Citations to the solicitation

Click **Open Single Fund Citation** button to open this area

Enter coding - Coding may be saved for future use and will be displayed in a drop down list called **Valid Cost Accounts**

To enter more than one line of coding, start by entering the number of lines needed and then click **GO** – for example; the number 4 will produce 4 lines of coding information

Multiple lines of coding allows funds to be split by percentage, estimated dollars, or quantity

Step 13 – Optional internal notes may be added

Step 14 – Select an Action by choosing from the drop down:

Save Item 001/Select Item 002 - back to Step 8 to add another item

Create eRFQ/Save eRFQ Item – continues the solicitation creation process

Delete Document – erases everything

Click **Execute** to continue

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Adding new Solicitation Item.

STEP 9 **MANDATORY:** *

Quantity : *
 EACH (EA) *
 Alternate Line Item Delivery Point(0) >>

Estimated Price: **MANDATORY**
 \$ 32500
 Total Estimated Price All Items: 32500
 Allowable Variation in Quantity:
 %
 eg. .0875 = 8.75

Document Information:
 Document Nbr.: D2008006811
 Item No.: 001
 Reference Number:

STEP 10 **COMMODITY INFORMATION**

Commodity Code: 040-08--

Description > *

ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE)
 Cages/Shelters, Animal and Marine Life (See Class 495 for Laboratory Type)

6,800 characters maximum

STEP 11 **FILE ATTACHMENTS(0)**

Click [here](#) to attach files. [Manage Solicitation Attachments](#) below. On Req: 2

Filename	Description	On Req	Add to Solicitation
Catalog login page.doc:	specifications	No	<input checked="" type="checkbox"/>
Lost doc.doc:	Items and conditions	No	<input checked="" type="checkbox"/>

STEP 12 or, enter the number of Multiple Fund Citations needed and click **GO >>**

Single Fund Citation Information > Click each header to view available values.

F/YR/APP/D Object Project Number PH (Project Phase) Activity

Enter Object Code Description

STEP 13 **NOTES | (FOR INTERNAL USE ONLY)**

STEP 14 Select an and **CLICK ONCE ONLY**

Select an ACTION below:
 Save Item 001 / Select Item 002
 Create eRFQ / Save eRFQ Item
 Delete Document

In Steps 1–14 you have created all the elements found in a basic requisition

In order to turn this information into a Solicitation there are 5 more mandatory steps (numbered as **Steps 1-5** on this page) and a few optional ones

You may also review and edit all information entered so far

This page uses collapsed functionality meaning that in order to review and edit the information you must click on the underlined links to open that area – clicking on the link again will close the area – clicking on the button called **Open All Areas** in the upper right will open all areas of review at once

To review and edit the information on the line item click on the **Edit** button in the bottom frame – this will be covered a few pages later

Steps 1-5 are detailed on the next page

	Main Solicitation Manager Create Awards Manager Award History Approvals Manager Miscellaneous Capture Data																				
eRFx Solicitation Abstract Manual Entry Manual Requisition Line Items Direct PO Contact Us Help Logout																					
Tue Sep 2 13:59:55 UTC-1000 2008																					
Open All Areas Assign/Manage pCard Scroll Down																					
<p>No approval route found. Requisition R2008005322 Created for Document D2008006811. Assigned for eRFQ Solicitation creation.</p> <p>Detail Item Updated Document: D2008006811 Item: 001 Qty: 100 UOM: EA NIGP: 04008 Total Est Amnt: \$32500 Item Est Amnt: \$32500 Created by: hibuyer1</p>																					
<div> Solicitation Nbr: Q2008009778 Reference Number: <input type="text"/> </div> <div> Requisition Nbr: R2008005322 Document Nbr: D2008006811 </div>																					
MANDATORY SOLICITATION SECTIONS (Click a link below or Click here to toggle all mandatory areas)																					
Review / Edit Solicitation Release Information STEP 1																					
Review / Edit Billing And Shipping Locations STEP 2																					
Review / Edit Solicitation Vendor Instructions STEP 3																					
Establish / Review / Edit Custom Solicitation Title and Description STEP 4																					
Review / Edit Solicitation Islands/Category STEP 5																					
OPTIONAL SOLICITATION SECTIONS																					
Review / Edit Contact and Buyer Information																					
Review / Edit Header Notes																					
Review / Edit Line Item(s) Quick Edit																					
Establish / Review / Edit Pre-Bid Conference																					
Establish / Review / Edit Questions / Answer Section																					
Requisition R2008005322 Items Approved: Select by clicking the button adjacent the required item. Add Item 2																					
<table border="1"> <thead> <tr> <th>View</th> <th>Edit</th> <th>Delete</th> <th>Dept</th> <th>User LName</th> <th>Item</th> <th>Est Amnt</th> <th>Commodity</th> <th>Short Description</th> <th>Create Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>AGENCY</td> <td>Pierce</td> <td>001</td> <td>32500</td> <td>04008</td> <td>ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE) Cage</td> <td>Tue Sep 02 2008</td> </tr> </tbody> </table>	View	Edit	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date				AGENCY	Pierce	001	32500	04008	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE) Cage	Tue Sep 02 2008	
View	Edit	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date												
			AGENCY	Pierce	001	32500	04008	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE) Cage	Tue Sep 02 2008												

Mandatory Step 1

Item Response - if the solicitation has multiple line items you can set the system to require vendors to respond to all line item (**all or none**) or allow for **individual response** using the drop down selection


Select Solicitation Recipients - vendors may be selected using either **Agency Domiciled Vendors** (meaning Hawaii only) or **All Registered Vendors** (entire system including the mainland and foreign countries) – selected vendors may be viewed by clicking on the **Review Above Recipients** button – there is an option to add additional registered vendors to this list

Solicitation Email Date - optionally, the solicitation may be kept on hold until the date entered for its release – the default is today's date

Solicitation Responses Due - Enter a due date and time (closing date) – system default is 4:30 PM HST

Solicitation Header File Attachments - optionally header files may be added – these are not the same as the line item files you may have added earlier

Review **Required Delivery Date** or **Length of Contract** and **Freight** info – edit if necessary

<div><div>MainSolicitation ManagerCreateAwards ManagerAward HistoryApprovals ManagerMiscellaneousCAPTURE DATA</div><div>Contact UsHelpLogout</div></div>										
MANDATORY SOLICITATION SECTIONS (Click a link below or Click here to toggle all mandatory areas)										
Review / Edit Solicitation Release Information STEP 1										
<div>Items Response: * Items Response: All or none items response Est TTL Amount: \$25320 Allow Alternate bids: NO</div> <div>Select Solicitation Recipients: * Agency Domiciled Vendors Review Above Recipients Help</div>										
Only Agency Domiciled Vendors will receive email notification of this opportunity. This solicitation will only be available to Agency Domiciled Vendors logging in and reviewing their Opportunities. Click here to change.										
Solicitation Email Date: * Solicitation Email Date: 12/03/2007 Y After Any Approvals	Solicitation Responses Due: * NO LATER THAN 5:30 on: 12/25/2007 Y (Override Close Time)	Solicitation Header File Attachments: Click here to attach files. Manage Attachments 0 below.								
Required Delivery Date: * Delivery Date: 01/30/2008 Y Priority: Normal	OR Length Of Contract: * Start of Contract: MM/DD/YYYY Y End of Contract: MM/DD/YYYY Y	Freight: * Freight / Handling Included in Price Destination FOB Location:								
Review / Edit Billing And Shipping Locations STEP 2										
Bill To: DEFAULT View <... Selected DEFAULT , Click to reset. Deliver to: Headquarters View <... Selected Headquarters , Click to reset.										
Review / Edit Solicitation Vendor Instructions STEP 3										
<div>Solicitation Instructions</div> <div>Mandatory Instructions are automatically included on the Solicitation</div> <table><thead><tr><th>Mandatory</th><th>Instruction(s)</th></tr></thead><tbody><tr><td>*</td><td>PLEASE DO NOT RESPOND TO THIS SOLICITATION. IT IS FOR DEMONSTRATION PURPOSES ONLY. This is a demonstration solicitation. It will not be awarded. Items and quantities are fictitious.</td></tr><tr><td>*</td><td>Here is an example of a mandatory default instruction.</td></tr><tr><td>Optional</td><td>Instruction(s)</td></tr></tbody></table>			Mandatory	Instruction(s)	*	PLEASE DO NOT RESPOND TO THIS SOLICITATION. IT IS FOR DEMONSTRATION PURPOSES ONLY. This is a demonstration solicitation. It will not be awarded. Items and quantities are fictitious.	*	Here is an example of a mandatory default instruction.	Optional	Instruction(s)
Mandatory	Instruction(s)									
*	PLEASE DO NOT RESPOND TO THIS SOLICITATION. IT IS FOR DEMONSTRATION PURPOSES ONLY. This is a demonstration solicitation. It will not be awarded. Items and quantities are fictitious.									
*	Here is an example of a mandatory default instruction.									
Optional	Instruction(s)									

Mandatory Step 2

Review and edit if necessary the **Bill To** and **Deliver To** information that was selected earlier

Mandatory Step 3

Choose Solicitation Instructions – there are a number of **mandatory** instructions for vendors that will automatically appear on your solicitation (transaction fee, tax requirements, upload and download instructions, etc.)

In addition there may be a number of **optional** pre-built instructions that you may choose to add to the solicitation by clicking on the square box on the left side of the instruction

There is also a box for you to enter in **additional instructions** or information that you may need – please contact your system administrator if you would like to have additional mandatory or optional instructions added to the list for future use

Mandatory Step 4

Enter a title for the solicitation – only the title is mandatory, the title description is optional

Mandatory Step 5

Check the island(s) where the goods or services are to be delivered. Chose a category from the dropdown selection.

The screenshot displays the HePS Solicitation Manager interface, showing the progression through Mandatory Steps 1 to 5. The top navigation bar includes links for Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this, the 'MANDATORY SOLICITATION SECTIONS' are listed, with links to Review / Edit Solicitation Release Information (STEP 1), Review / Edit Billing And Shipping Locations (STEP 2), and Review / Edit Solicitation Vendor Instructions (STEP 3).

Step 2, 'Solicitation Instructions', shows a table of mandatory instructions. The first instruction is 'TRANSACTION FEES: In accordance with the SOSA for HePS, the Awarded Vendor shall pay a Transaction Fee of 0.85% (.0085), capped at \$5,000, to Sicommlet on the total dollar amount of goods or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the State of Hawaii pCard, Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment must be made to Sicommlet within thirty (30) days from receipt of invoice.' The second instruction is 'The SOSA is hereby incorporated by reference into this Electronic Solicitation as if set forth herein in its entirety, and is located on the Internet at www.sicomm.net. Failure by any Vendor to obtain a copy of the SOSA shall in no way constitute or be deemed a waiver by the HePS Contractor or the State of Hawaii for a vendor's failure to consider this document in its response to the Electronic Solicitation.' The third instruction is 'Unless otherwise indicated, questions regarding this solicitation must be directed, via email or phone, to the Buyer listed.' The fourth instruction is 'TAXES SHALL BE INCLUDED IN PRICE WHEN APPLICABLE: Vendors are advised that they may be liable for Hawaii state taxes including Hawaii General Excise Tax (.4%) and the applicable Use tax (.5%). Note that for the City and County of Honolulu (the island of Oahu), there is an additional .5% County Surcharge Tax (CST). Unless otherwise stated in the solicitation, offers for goods or services subject Hawaii taxes shall include all applicable taxes in the price offered.' The fifth instruction is 'For more information on taxes, please contact the Hawaii State Department of Taxation at (808) 587-4242 or 1-800-222-3229 or visit their [website](http://www.dtax.hawaii.gov).' The sixth instruction is 'OFFER DEEMED FIRM: Submission of an electronic response to the State of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the State of Hawaii at the price shown in the response and under the State's Terms and Conditions.'

Step 4, 'Establish / Review / Edit Custom Solicitation Title and Description (STEP 4)', shows a form with a 'Custom Title' field and a 'Custom Description' field.

Step 5, 'Review / Edit Solicitation Islands/Category (STEP 5)', shows a form with 'Islands' and 'Category' dropdown menus. The 'Islands' dropdown is set to 'State Wide' and the 'Category' dropdown is set to 'Choose A Category'.

Optional Solicitation Sections

The following areas are all optional features that may be used in creating your solicitation:

Contact and Buyer Information – review and edit as necessary

Header Notes – review and edit as necessary

Line Item Quick Edit – allows you to change quantities, unit of measure, and estimated dollar amount, but not description

Optional Solicitation Title and Description – may be added

Pre-Bid Conference – used for notifying vendors of a pre-bid conference or pre-site visit requirements – choose a date, time, place, and add notes

Questions/Answer Section – allows for vendors to submit questions online – choose to show the vendors name, a deadline for question submittal, and a time at which your answers will be published to all vendors

Prior to completion the line item may be reviewed and edited also – see the next page for information or to complete the solicitation choose:

Release Solicitation - sends it to approval routing or to the internet

File Solicitation for later action – will save and place it in Solicitation Manager/On Hold for future edits

The screenshot displays the 'Optional Solicitation Sections' web application. At the top is a navigation bar with links: Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a sub-header 'OPTIONAL SOLICITATION SECTIONS' with links for 'Review / Edit Contact and Buyer Information', 'Review / Edit Header Notes', and 'Review / Edit Line Item(s) Quick Edit'. The main content area is divided into sections: 1. 'Optional Solicitation Title and Description' with fields for 'Optional Title' (containing 'Boat Bid') and 'Optional Description'. 2. 'Pre-Bid Conference' with fields for 'Date' (01/07/2008), 'Conference Time' (10:00 AM), and a 'Notes' section. 3. 'Questions / Answer Section' with fields for 'Include Solicitation Questions Area on Solicitation' (Yes/No), 'Vendor's name will be displayed with answers' (Yes/No), 'Questions Deadline' (01/14/2008), and 'Answers Due Date' (01/17/2008). At the bottom are three buttons: 'Preview Vendor Solicitation Q200800652', 'Release Solicitation Q200800652', and 'File Solicitation Q200800652 for later action'.

Main | Solicitation Manager | Create | Awards Manager | Award History | Approvals Manager | Miscellaneous | CAPTURE DATA

Contact Us | Help | Logout

OPTIONAL SOLICITATION SECTIONS

Review / Edit [Contact and Buyer Information](#)

Review / Edit [Header Notes](#)

Review / Edit [Line Item\(s\) Quick Edit](#)

Establish / Review / Edit [Optional Solicitation Title and Description](#)

Optional Title: Boat Bid

Optional Description:

Establish / Review / Edit [Pre-Bid Conference](#)

Date: 01/07/2008 Y Conference Time: 10:00 AM Vendor Presentation Example

Location: SicomNet Inc.
Test and Demonstration Agency
2918 Fifth Avenue
Suite 210
San Diego, CA 92103

Copy Agency Address:

Notes: Notes to the vendor are added here

Establish / Review / Edit [Questions / Answer Section](#)

Include Solicitation Questions Area on Solicitation: Yes: No:

Vendor's name will be displayed with answers: Yes: No:

Questions Deadline: 01/14/2008 Y

Answers Due Date: 01/17/2008 Y

Notes Displayed to Vendors: Question's may be submitted up to the Question Deadline date. Question's, while not answered until Answers Due Date, become visible to all at Question Deadline date. Once submitted Questions may not be recalled and become part of your response.

Preview Vendor Solicitation Q200800652

Release Solicitation Q200800652

File Solicitation Q200800652 for later action

Close Solicitation Q200800652 - no action

Line Item Edit

Prior to release of the solicitation the line item(s) may be reviewed and edit if necessary – the options include changing the quantity, unit of measure, editing the description, editing attachments, changing the commodity code, and adding additional line items

Click on the **Edit** button in the bottom frame in the line item area. The process is the same as Steps 9-14.

Editing the Existing Line Item – click on the Click [here](#) to continue with commodity number which will open a different window with the same Steps 9-14

Choose a Different Commodity – Click [here](#) to choose a different commodity - allows you to select a new commodity code to replace the existing one – the process is the same as in Steps 8-14

Adding Another Line Item – Click on the Add Item 2 button in the center of the bottom frame – the process is the same as Steps 8-14

The screenshot displays the SicommNet Buyer's Request Handler interface. At the top, there is a navigation bar with tabs: Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a sub-navigation bar with links: In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Contact Us, Help, and Logout. The browser address bar shows the URL: http://training.sicomm.net/buyer/req_handler_indexMANREQ.html?RECORD_OPTIONS_CONTROL_BIT=0&beco - Windows Internet Explorer.

The main content area is titled "EDIT CURRENT ITEM". It contains the text: "Editing Document: D2007004304 Item 1 Click [here](#) to continue with commodity 8016055750." Below this, there is a section labeled "OR" with a link: "CLICK [HERE](#) TO CHOOSE A DIFFERENT COMMODITY".

On the left side of the interface, there is a sidebar with a list of links: SOLICITATION, Solicitation Rel, Billing And Ship, Solicitation Ven, SOLICITATION SE, Contact and Buy, 007008202 lte, and a Delete button. Below these links is a small circular icon.

At the bottom of the interface, there is a table titled "Requisition R200800905 Items Approved: Select by clicking the button adjacent the required item." The table has columns: View, Edit, Delete, Dept, User LName, Item, Est Amnt, Commodity, Short Description, and Create Date. The table contains one row of data:

View	Edit	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
			AGENCY	fpbuyer	001	25320	12023	BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES Boats, Over 21 Feet (Including	Mon Dec 03 2007

When all reviews and edits are done, click the **Release RFQ** button in the upper frame.

The solicitation will be checked for approval routing.

The solicitation will be displayed on the **On Internet** page. The pink area will contain information about whether the solicitation has been released to the internet or has been sent to approval routing.

If in approval routing, you will get an email confirmation that the solicitation has been released when the last approver has approved it.

The **On Internet** page displays information about the solicitation including; number of responses, list of vendors emailed, questions and answers, pre-bid conference. It is where amendments are done (**Amend**) and when a solicitation can be cancelled (**Remove**). It has a link to the actual view that a vendor sees (**Vendor View**).

	Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA
New In Work On Hold On Internet Awaiting Award Awarded Find Contact Us Help Logout	



SiccommNet Inc.

Test and Demonstration Agency

2918 Fifth Avenue

Suite 210

San Diego, CA 92103

On the Internet Solicitations: Select a function by clicking the button or link for the Document. Exclude Not Currently On Internet Solicitations Toggle Detail											
No Approval Routes Found. Solicitation: Q200800700 released to the Internet. By: FRANK PIERCE Tele:808-341-8782 Email: fpierce@siccomm.net Email Notifications Date: 12/13/2007 Solicitation Due Date: 12/27/2007 (Requisition Nbr: R200800982 Document Nbr: D200801558)											

View RFX	Vendor View	Responses	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	0 / 	Edit Release	Remove	AGENCY	PIERCE ETA: \$12500	RFQ	Q200800436	R200800611	D200800982	2	00

AMENDMENT IN PROCESS This Solicitation is not visible to vendors on the Internet. It needs to be released.												
---	--	--	--	--	--	--	--	--	--	--	--	--

NIGP / Description: 16520: Deep Fat Fryers - changed description testing

Solicitation Closes: [Wed Nov 14 2007 5:30 PM](#)

Solicitation Files Attached: Header:

Item 001: [TestDocumentWord2007.docx](#) [tes2.xlsx](#)

View	View	14 / 	Amend	Remove	AGENCY	PIERCE ETA: \$12500	RFQ	Q200800483	R200800654	D200801072	1	01 
----------------------	----------------------	--	-----------------------	------------------------	--------	------------------------	-----	----------------------------	----------------------------	------------	---	--

NIGP / Description: 04008: Bid to supply cages for the trapping and sheltering of endangered monk seals.

Solicitation Closes: [Fri Nov 30 2007 5:30 PM](#)

Question/Answer Period: Click [here](#) to review or respond to Vendor Questions
 Questions Deadline: [11/14/2007](#) Answers Due Date: [11/15/2007](#)

CA State Vendors Only: Click [here](#) to view member configuration. Emails and BidBoards only for vendors domiciled in CA

Solicitation Files Attached: Header:

Part 2 – Amending a Solicitation and Managing your Solicitation

This section covers how to amend a solicitation that is on the internet. It allows for every aspect of the solicitation to be reviewed and edited as necessary. Vendors are notified by email of all amendments and the system tracks all changes.



To begin, click on the **On Internet** Icon

Amending a Solicitation

All parts of a solicitation may be reviewed, edited, or amended as necessary – in addition this page contains this information:

Click on the **small round button** next the number of responses to view names of vendors who have responded – prices are not displayed


Pre-Bid Conference – vendors may optionally signup to attend. Click on the **check box** to view attendees

Question/Answer Period – Click [here](#) to view and respond to vendor questions

Vendors – if Agency Domiciled Vendor option was chosen, click on [here](#) to review that list

Solicitation Files – click on the link to view your attachments

To begin amending a solicitation, click on the word **Amend** which is a link.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA												
New In Work On Hold On Internet Awaiting Award Awarded Find Consolidation Mgmt Contact Us Help Logout												
<div><div>State of Hawaii State Procurement Office 1151 Punchbowl St. Room 230A Honolulu, HI 96813</div></div>												
Internet Solicitations: Select a function by clicking the button or link for the Document. Display All Internet Related Solicitations Toggle Detail												
View RFX	Vendor View	Responses/ Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	4 /	Amend	Remove	AGENCY	Pierce ETA: \$125000	RFI	I2008002533	R2008005292	D2008006773	1	01
<div>Classic NIGP / Description: 95262: Mental Health Services</div> <div>HePS PNS: Oahu Category: Goods & Services</div> <div>Solicitation Closes: Mon Sep 15 2008 4:30 PM</div> <div>Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/08/2008 at 1:30 PM Review undefined Registered Attendees: <input type="checkbox"/></div> <div>Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 09/03/2008 Answers Due Date: 09/09/2008</div> <div>Solicitation Files Attached: Header:</div> <div>Item 001: Attendees 8-5.xls Scope of Work. Mental Health Services</div>												
View	View	0 /	Amend	Remove	AGENCY	Pierce ETA: \$89000	RFP	P2008002571	R2008005320	D2008006808	1	01
<div>NIGP / Description: 94874: Professional Medical Services</div> <div>HePS PNS: Oahu Category: Professional Services</div> <div>Solicitation Closes: Mon Sep 08 2008 4:30 PM</div> <div>Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/04/2008 at 3:30 PM Review undefined Registered Attendees: <input type="checkbox"/></div> <div>Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 09/15/2008 Answers Due Date: 09/18/2008</div> <div>Solicitation Files Attached: Header:</div> <div>Item 001: On Internt Vendor View.doc Medical Services RFP Line Item Amendment Blank Screen.doc Special Terms and Conditions</div>												

Mandatory Step 1

Before anything can be changed on the page you must first enter in a reason for the amendment by typing in your reason in the **REASON TEXT** box. This information is included on email notifications to the vendor regarding your amendment.

Mandatory Steps 2-6 may be reviewed and edited. Click on the text links to open those areas.

Optional Solicitation Sections may be opened by clicking on the text links.

To amend information on the line item (quantity, unit of measure, description, attachments, commodity code) click on the **Amend** button in the lower frame. The process is the same as when you were editing the original solicitation described earlier on Page 13.

To add another line item, click on the **Add Item 2** button in the center of the page in the lower frame. The process is the same as described earlier in Steps 8-14.

To finish and release the amendment, click on the **Release Amended Solicitation** button or you may choose to save your changes and **File Amended Solicitation for Future Release**.

The screenshot displays the HePS system interface for managing a solicitation amendment. At the top, a navigation bar includes links for Main, Solicitation Manager, Awards Manager, Award History, Approvals Manager, Miscellaneous, and a CAPTURE DATA button. Below this, a sub-navigation bar shows the status of the amendment: New, In Work, On Hold, On Internet, Awaiting Award, Awarded, Find, Consolidation Mgmt, Contact Us, Help, and Logout.

The main content area is titled "MANDATORY AMENDMENT REASON SECTION". It includes a "Review / Edit Amendment Information" link and a "STEP 1" indicator. A text box for "Solicitation Amendment 03 / CHANGE REASON TEXT (displayed on solicitation)" is present, followed by a large empty text area for the amendment reason. Below this, a "View Past Amendments" link and "Current Ver.02 extend closing date" are shown, along with an "Amendment Reason:" label.

The next section is "MANDATORY SOLICITATION SECTIONS", with a note to click a link or "here" to toggle all mandatory areas. It lists several sections with "Review / Edit" links and step indicators: "Solicitation Release Information" (STEP 2), "Billing And Shipping Locations" (STEP 3), "Solicitation Vendor Instructions" (STEP 4), "Custom Solicitation Title and Description" (STEP 5, with a note "Custom Title or Description Exists"), and "Solicitation Islands/Category" (STEP 6).

Below these are "OPTIONAL SOLICITATION SECTIONS", including "Contact and Buyer Information", "Header Notes", and "Line Item(s) Quick Edit".

At the bottom, there are status messages: "Establish / Review / Edit Pre-Bid Conference" (with "The Bid Conference has passed" and "Pre-Bid Conference Exists"), and "Establish / Review / Edit Questions / Answer Section" (with "The Question/Answers Period has passed" and "Q & A's Exist").

Buttons for "Preview Vendor Solicitation Q2008009300 - 03", "Release Amended Solicitation Q2008009300 - 03", and "File Amended Solicitation Q2008009300 - 03 Save for Future Release" are provided.

The bottom section, "Solicitation Q2008009300 Items On the Internet", includes a "Select by clicking the button adjacent the required item." and an "Add Item 2" button. A table lists items with columns for View, Responses, Amend, Delete, Dept, User LName, Item, Est Amt, Commodity, Short Description, and Create Date.

View	Responses	Amend	Delete	Dept	User LName	Item	Est Amt	Commodity	Short Description	Create Date
	6 /			AGENCY	Pierce	001	125000	8016055750	SIGNS, CONSTRUCTION WARNING ORANGE, DIAMOND W/BLACK BORDER, 30 IN., HIGH INTENS	Wed May 23 2007

The amended solicitation may be checked for approval routing just like the original release depending upon your internal setup.

If approval routing is found, you will receive an email notification when it is approved and released.

It will again be displayed on the **On Internet** page.

Notice that the **Current Version** has changed to **01**. The small magnifying glass icon opens a display of the previous version reasons.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous												
New In Work On Hold On Internet Awaiting Award Awarded Find Consolidation Mgmt Contact Us Help Logout												
Internet Solicitations: Select a function by clicking the button or link for the Document. Display All Internet Related Solicitations Toggle Detail												
View RFX	Vendor View	Responses/Participants	Amend	Remove	Dept	Originator	Type	Solicitation Nbr	Requisition Nbr	Document Nbr	Items	Current Version
View	View	4 /	Amend	Remove	AGENCY	Pierce ETA: \$125000	RFI	I2008002533	R2008005292	D2008006773	1	01
Classic NIGP / Description: 95262: Mental Health Services HePS PNS: Oahu Category: Goods & Services Solicitation Closes: Mon Sep 15 2008 4:30 PM Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/08/2008 at 1:30 PM Review undefined Registered Attendees: <input type="checkbox"/> Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 09/03/2008 Answers Due Date: 09/09/2008 Solicitation Files Attached: Header: Item 001: Attendees 8-5.xls Scope of Work, Mental Health Services												
View	View	0 /	Amend	Remove	AGENCY	Pierce ETA: \$89000	RFP	P2008002571	R2008005320	D2008006808	1	01
NIGP / Description: 94874: Professional Medical Services HePS PNS: Oahu Category: Professional Services Solicitation Closes: Mon Sep 08 2008 4:30 PM Pre-Bid Conference: A Pre-Bid Conference is scheduled for 09/04/2008 at 3:30 PM Review undefined Registered Attendees: <input type="checkbox"/> Question/Answer Period: Click here to review or respond to Vendor Questions Questions Deadline: 09/15/2008 Answers Due Date: 09/18/2008 Solicitation Files Attached: Header: Item 001: On Internet Vendor View.doc Medical Services RFP Line Item Amendment Blank Screen.doc Special Terms and Conditions												
View	View	6 /	Amend	Remove	AGENCY	Pierce ETA: \$5000	RFQ	Q2008008940	R2008004483	D2008005434	1	03
NIGP / Description: 42560: Office Furniture HePS PNS: Statewide Category: Goods & Services Solicitation Closes: Wed Oct 01 2008 4:30 PM HI State Vendors Only: Click here to view member configuration. Emails and Vendor View only for vendors domiciled in HI												
View	View	6 /	Amend	Remove	AGENCY	Pierce ETA: \$120009	RFQ	Q2008009300	R2008004841	D2008006073	1	02
NIGP / Description: 80160: Construction Waning Signs HePS PNS: Maui Category: Goods & Services Solicitation Closes: Fri Nov 28 2008 2:00 PM												

Solicitations can be set to close at anytime during the day. However, the system will batch the responses at night and make the results available the next morning. An email reminder that the solicitation has closed will be sent.

Optionally, you may manually close the solicitation and show the results at anytime after the closing date and time without waiting for the overnight batch processing.

From the **On Internet** page click on the word **Remove**.

In the upper frame, click on the **Close for Award** button on the bottom left below the optional email to vendors.

Popup confirmations will appear. The solicitation will be moved to the **Awards Manager** area where you can open and view the responses in the normal fashion.

Note: The **Remove** function is also where you can cancel the solicitation, move it to on hold status, temporarily remove it, or demote it back to a requisition. It has an optional email to vendors that can be used to notify them of your actions.

View	View	0 /	Amend	Remove	AGENCY	PIERCE ETA: \$25320	RFQ	Q200800652	R200800905	D200801457	1	00
NIGP / Description:		12023: BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES Boats, Over 21 Feet (Including										
Solicitation Closes:		Tue Jan 15 2008 5:30 PM										
Pre-Bid Conference:		A Pre-Bid Conference is scheduled for 01/07/2008 at 10:00 AM Review 0 Registered Attendees: <input type="checkbox"/>										
Question/Answer Period:		Click here to review or respond to Vendor Questions Questions Deadline: 01/14/2008 Answers Due Date: 01/17/2008										
CA State Vendors Only:		Click here to view member configuration. Emails and BidBoards only for vendors domiciled in CA										
Solicitation Files Attached:		Header:										
Item 001:		View3.JPG										
1 - 13 of 13												

	Main	Solicitation Manager	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA
	New	In Work	On Hold	On Internet	Awaiting Award	Awarded	Find Contact Us Help Logout

Optional vendor notification of cancelled Internet solicitation	
Solicitation: Q200800499	
Subject:	<input type="text"/>
Email body:	<div style="border: 1px solid gray; height: 150px;"></div>
Email all responding vendors: <input type="checkbox"/> cc self: <input type="checkbox"/>	
Status:	Select a solicitation, enter a subject, body and select a recipient to send.
Toggle clear Review email Help Transactions Log Back to On Internet	
Instructions:	<p>Email is not cleared after processing, it can act as a skeleton for other documents.</p> <p>Options include sending a notification to 1: all responding vendors, 2: vendors who received an email notification, 3: yourself or 4: all.</p> <p>To send a notification: select a solicitation, enter the subject, email body and recipient. You will be prompted for missing fields.</p> <p>Verification of sending the email will be requested prior to submission.</p>
Actions:	<div> Permanently Delete this Solicitation Temporarily take this solicitation offline </div> <div> Stage this solicitation for re-release to On-Hold Demote solicitation to a requisition In-Work </div> <div> Cancel Remove Action Close For Award </div>

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Part 3 - Creating an Award

This section covers how to view vendor responses, select a vendor for award, and create the award notification.

To begin, click on the Create an Award Icon and choose RFQ from the popup



Closed solicitations appear as a list in the bottom frame.

To open the solicitation and view the responses click on the **Lump Sum** button. **Line Item (Split Awards)** will be covered on page 25.

Optionally, you may choose to move the solicitation to **On Hold** where you can edit and re-release it or cancel it. This most commonly used when there are no vendor responses.

Click on the **square box** next to the number of responses and then on the **Move Selected Solicitations to On Hold** button.

The solicitation will be moved to **Solicitation Manager/On Hold** and any responses will be lost. An optional email is available to notify vendors of your actions.

Confirmation popup messages will appear with an explanation of the actions you are taking.

RFQ Nbr	Delivery Date	View Responses			Responses / Move To On Hold	Line Items	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
Q200800107	Sun Sep 30 2007	<input type="checkbox"/>	N/A		4 <input type="checkbox"/>	1	Thu Aug 30 2007 17:30:00	80005	SHOES AND BOOTS Boots an
Q200800114	Wed Sep 26 2007	<input type="checkbox"/>	N/A		1 <input type="checkbox"/>	1	Tue Jul 31 2007 17:30:00	38030	FOODS: DAIRY PRODUCTS (FR
Q200800167	Tue Jul 31 2007	<input type="checkbox"/>	N/A		5 <input type="checkbox"/>	1	Fri Jul 27 2007 17:30:00	38030	FOODS: DAIRY PRODUCTS (FR
Q200800168	Wed Sep 26 2007	<input type="checkbox"/>	N/A		1 <input type="checkbox"/>	1	Tue Aug 28 2007 17:30:00	78082	SCALES AND WEIGHING APPAR
Q200800170	Wed Oct 31 2007	<input type="checkbox"/>	N/A		4 <input type="checkbox"/>	1	Thu Aug 30 2007 17:30:00	08035	BADGES, EMBLEMS, NAME TAG
Q200800473	Fri Nov 30 2007	<input type="checkbox"/>	N/A		9 <input type="checkbox"/>	1	Wed Nov 07 2007 17:30:00	12035	BOATS, MOTORS, AND MARINE

Vendor responses are displayed on the **Abstract** page in order from lowest to highest cost. Responses are separated by a dark blue line.

At the bottom of the page you can optionally click to create the abstract page as an **Excel file**.

The page shows all relevant information about the vendor and their quotation and has links to **Hawaii Compliance Express** and **Federal Excluded Parties List** websites.

Intent to Award – opens an email system where you may send a notification of intent or ask for additional documents (Compliance documents). There is also an optional email that can be sent to the non-selected vendors.

Award – is where you choose the awarded vendor and create the award notification.

The vendor's name is a link to their profile information.

Vendor comments and file attachments will appear if a vendor submits that info.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CREATURE DATA							
Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout							
LUMP SUM Abstract of Responses for Solicitation #Q200800107							
Click here to attach a post award file to this solicitations header. This file will be viewable by vendors from the abstract solicitation view after award.							
NIGP Nbr: 8000532100				Abbreviated Desc: SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIG			
Delivery Date	Email Date	Due Date	Solicitation Line Items			Requisition Nbr	
Sun Sep 30 2007 00:00:00	Mon Aug 13 2007 16:37:34	Thu Aug 30 2007 17:30:00	1 TOTAL			R200800138	
Estimated Price: \$10000							
Line Item View		Assign/Manage pCard		Hawaii Compliance Express Login		Federal Excluded Parties List	
Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent To Award: <input type="radio"/> Award: <input type="radio"/> BAFO: <input type="checkbox"/>	2186.00	0		2186.00	2186.00	Sun Aug 19 2007	17:45:44
Line Item Prices: 001: 21.86							
Recycle Status: 001: Recycled							
Vendor: SCHAFFER MARKETING_P00000056676						SSN: XXX-XX-4567	IP Addr: 66.75.115.250
Comments:							
Attached Files:							
Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent To Award: <input type="radio"/> Award: <input type="radio"/> BAFO: <input type="checkbox"/>	4268.00	0		4268.00	4268.00	Sun Aug 19 2007	17:45:44
Line Item Prices: 001: 42.68							
Recycle Status: 001: Recycled							
Vendor: BARONIDAHQ2_P00000056541						FedID: XX-XXX234	IP Addr: 66.75.115.250
Comments:							
Attached Files:							
Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent To Award: <input type="radio"/> Award: <input type="radio"/> BAFO: <input type="checkbox"/>							
RFQ #Q200800107 DETAIL ITEMS Lump Sum (All or None) Award Method (Line Item Award: <input type="radio"/>) Print Back							
An temporary Excel format document has been written. Click here to access it.							

Hawaii Compliance Express

When you have selected your vendor and are ready to award, click on the **Award** button. HePS will automatically access the HCE system to check for vendor compliance and show you the results.

In this example, the vendor is compliant in 3 areas only and not the 4th area, so they are **not compliant**. If compliancy is not required for this award notification you may optionally continue the award process by clicking on the **Award** button.

You may also just **Close** this window and go back to the Abstract page view. The results of the HCE check are placed on the Abstract page directly below the vendor's response.

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA							
Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout							
Comments:							
Attached Files:							
Intent To Award / Award / BAFO	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent To Award: <input type="radio"/> Award: <input checked="" type="radio"/> BAFO: <input type="checkbox"/>	1024.00	0		1024.00	1024.00	Sun Aug 19 2007	17:45:44
Line Item Prices							
Recycle Status							
Vendor							
Comments							
Attached Files							
Intent To Award / Award / BAFO							
Intent To Award: <input type="radio"/> Award: <input checked="" type="radio"/> BAFO: <input type="checkbox"/>							
Line Item Prices							
Recycle Status							
Vendor							
Comments							
Attached Files							
Form							

At: 12/13/2007 08:44:37 The Following Report was received from:

hawaii.gov *Certificate of Compliance*
Dept. of Accounting and General Services

STATE OF HAWAII
STATE PROCUREMENT OFFICE
CERTIFICATE OF VENDOR COMPLIANCE

Pursuant to Section 103D-310, HRS, and Section 3-122-112, HAR, this document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name:	CONSORTIUM ON READING EXCELLENCE, INC.	Hawaii Tax#:	W20226134
DBA/Trade Name:	CORE	FEIN/SSN#:	94-3264308
Issue Date:	12/13/2007	UI#:	No Record
Status:	NOT COMPLIANT		
	DCCA FILE#:	36579	

Status of Compliance for this Vendor on Issue Date

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Not Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Print Close Award

Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
001	100	PR	80005	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIG	

Hawaii Compliance Express – continued

This page shows the results when a vendor is not a part of the HCE system.

The vendor will be displayed as Not Compliant and you have options to continue with the award (**Create the Award**) or **Try Again Later** or contact the vendor by using the **Create an Intent to Award** email system.

You may also **Close** this window and go back to the Abstract page view.

If the HCE system is unavailable a message will appear (not pictured).

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA	
Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout	

Comments:	
Attached Files:	

SCHAFER MARKETING CERTIFICATE OF VENDOR COMPLIANCE	
Vendor Name: SCHAFER MARKETING	Hawaii Tax#:
DBA/Trade Name:	FEIN/SSN#:
Issue Date: 12/13/2007 08:45:49	UI#:
Status: RECORD NOT FOUND. NOT COMPLIANT	DCCA FILE#:

Intent To Award / Award / BAFO Intent To Award: <input type="radio"/> Award: <input type="radio"/> BAFO: <input type="checkbox"/> Line Item Prices: 0 Recycle Status: 0 Vendor: <input type="text"/> Comments: Attached Files:	http://c10.sicomm.net/?hceRecdToCall=2&fromData=8&formName=lumpSumAward&bvResponses=8&lowBidders= - Windows Internet Explorer At: 12/13/2007 08:46:22 The Following Report was received from:  Dept. of Accounting and General Services  <div> STATE OF HAWAII STATE PROCUREMENT OFFICE CERTIFICATE OF VENDOR COMPLIANCE </div> <p>Pursuant to Section 103D-310, HRS, and Section 3-122-112, HAR, this document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).</p> <table border="1"> <tr> <td>Vendor Name: BARONIDAH02</td> <td>Hawaii Tax#:</td> </tr> <tr> <td>DBA/Trade Name:</td> <td>FEIN/SSN#:</td> </tr> <tr> <td>Issue Date: 12/13/2007 08:46:22</td> <td>UI#:</td> </tr> <tr> <td>Status: RECORD NOT FOUND. NOT COMPLIANT</td> <td>DCCA FILE#:</td> </tr> </table> <p>Your Options follow:</p> <table border="1"> <tr> <td>Try Again:</td> <td>Try Again</td> <td>Trys: 2</td> <td>Re-Submit the same information to Hawaii Compliance Express</td> </tr> <tr> <td>Create The Award:</td> <td>Create The Award</td> <td colspan="2">Make the Award to this Vendor</td> </tr> <tr> <td>Create An Intent To Award:</td> <td>Create An Intent To Award</td> <td colspan="2">Notify the Vendor(s) of your Intent to Award this Solicitation to the Selected Vendor</td> </tr> <tr> <td>Attempt to log into Compliance Express:</td> <td>Log into Compliance Express</td> <td colspan="2">Log into the Hawaii Compliance Express Website</td> </tr> <tr> <td>Try Again Later:</td> <td>Try Again Later</td> <td colspan="2">Close this Abstract and return to the Awards Page</td> </tr> </table> <p>Print Close</p>	Vendor Name: BARONIDAH02	Hawaii Tax#:	DBA/Trade Name:	FEIN/SSN#:	Issue Date: 12/13/2007 08:46:22	UI#:	Status: RECORD NOT FOUND. NOT COMPLIANT	DCCA FILE#:	Try Again:	Try Again	Trys: 2	Re-Submit the same information to Hawaii Compliance Express	Create The Award:	Create The Award	Make the Award to this Vendor		Create An Intent To Award:	Create An Intent To Award	Notify the Vendor(s) of your Intent to Award this Solicitation to the Selected Vendor		Attempt to log into Compliance Express:	Log into Compliance Express	Log into the Hawaii Compliance Express Website		Try Again Later:	Try Again Later	Close this Abstract and return to the Awards Page	
Vendor Name: BARONIDAH02	Hawaii Tax#:																												
DBA/Trade Name:	FEIN/SSN#:																												
Issue Date: 12/13/2007 08:46:22	UI#:																												
Status: RECORD NOT FOUND. NOT COMPLIANT	DCCA FILE#:																												
Try Again:	Try Again	Trys: 2	Re-Submit the same information to Hawaii Compliance Express																										
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Attempt to log into Compliance Express:	Log into Compliance Express	Log into the Hawaii Compliance Express Website																											
Try Again Later:	Try Again Later	Close this Abstract and return to the Awards Page																											

RFQ #Q200800107		DETAIL ITEMS		Lump Sum (All or None) Award Method		(Line Item Award:)		ABSTRACT		DCCA	
Line Item	Quantity	UOM	Cmdty Code	Short Description							Status
001	100	PR	80005	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIG							

Once a vendor has been selected by choosing the Award button, you will be taken to the **Award Input** page.

Mandatory Award Section -

Click the link to open this area and choose the **Award Type**, **Award Instructions**, **Basis of Award**, **Competition Type**, **Signed By**, and optionally you can **Assign/Manage pCard** and add **Competition Comments** that can be seen by approvers and auditors.

Optional Award Sections -


Click on the links to open these areas and enter optional information on the award.

Lag Days – set a future release date for this award

General Comments – add comments and attach vendor comments

Line Item Attachments – add or remove attachments

Line Item Award Instructions Internal Comments Area

	SicomNet Inc. Test and Demonstration Agency 2918 Fifth Avenue Suite 210 San Diego CA, 92103 FRANK PIERCE	Awarded By Awarded To SCHAFER MARKETING 5245 Gaylord Drive San Diego CA, 92117-1032 Stuart Schaffer stuart_schaffer@yahoo.com Vendor Nbr: NOT ON FILE
---	---	--

Complete the award of (Q200800107- 01)

Show ApprovalRoutes

Toggle All Areas

If available enter the vendors SicomNet Inc. vendor number:

MANDATORY AWARD SECTION

[Review / Edit](#)
[Award Type - Award Basis - Competition Type](#)
STEP 1

Award Type:

STEP 1-1

Award Instructions

Agency Award Nbr:

Assign/Manage pCard

Basis of Award:

STEP 1-2

Competition Type:

STEP 1-3

Competition Comments

Not displayed on Award review

Signed By:

STEP 1-4

OPTIONAL AWARD SECTIONS

[Lag Days/Release Dates - Line Items Review - Estimated Total Price - Shipping Info - Award Header Attachments](#)

[General Comments Area](#)

[Review Vendor Line Item Comments](#)

[Line Item File Attachments](#)

[Line Item Award Instructions / Internal Comments Area:](#)

COMPLETE AWARD

Select an action:

and

Execute Action

OR:

[Review / Edit Award](#)

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 - agency_buyer_AwardInput - Fri, 14 Dec 2007 15:01:00

The final step before releasing the Award Notification is to click on the **Review/Edit Award** button on the lower right of the page.

All parts of the award are available for review and editing as needed. Pay special attention to the **delivery** or **state/end of service** dates to be sure they are accurate.

Optionally you may add line items, delete line items, add comments, change descriptions and attachments, and adjust quantities and pricing if necessary to complete the award.

The bottom of the page has a link to open an optional email to notify vendors of any significant changes you made to the award.

Choose the **Close No Action** button if no changes were made or the **Save Changes** button on the bottom of the page.

You will be returned to the **Award Input** page for final release action. Click on **Select an Action**, choose **Complete Award** and click on **Execute Action**.

The screenshot shows the SICOMM web application interface. At the top, there's a navigation bar with tabs like 'Main', 'Solicitation Manager', 'Awards Manager', etc. The main content area displays the 'Notice of Award for Definite Quantity Contract' for contract DO200800032. It includes details for the 'DELIVER TO' location (Public Buy Net Headquarters) and the 'VENDOR' (SCHAFER MARKETING). A dropdown menu at the bottom is open, showing the 'Complete Award' option selected.

The completed **Award Notification** will be displayed. A popup will indicate if the award is being sent to approval routing or if it is being released to the vendor.

Actual email of the award to the vendor does not go out until the nightly batch process. The award can be edited at anytime before the batch is processed.

The bottom of the page has a **Print Button** if you wish to have a hard copy of the award.

The award can be found again in **Award History**.

 Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA				
Abstract RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout				

Bill To:
Secure Internet Commerce Network
PublicBuy.net
2918 5th Avenue
San Diego, CA 92103



Secure Internet Commerce
Network

THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

DELIVER TO: Pubic Buy Net Headquarters
Name 2
Name 3
2918 5th Avenue
Address 2
San Diego, CA 92103
jberan@sicomm.net

Date: Thu Dec 13, 2007
Quoted By: Stuart Schaffer
F.O.B: Destination
Terms:

VENDOR: SCHAFER MARKETING
5245 Gaylord Drive
San Diego, CA 92117-1032
Attn: Principal
stuart_schaffer@yahoo.com
Phone: 858-270-6664
Fax:
Account Number: P00000056676

Required Sun Sep 30, 2007
Delivery Date:

RFQ#: Q200800107
DOC#: D200800147

Contact: [FRANK PIERCE](#) 808-341-8782
Buyer: [FRANK PIERCE](#) 808-341-8782

Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIGHTWEIGHT, NYLON AND SUEDE, LEATHER UPPERS, E.V.A. MIDSOLE WEDGE, REMOVEABLE INSOLES, STEEL SHANK, SUEDE LEATHER TOE OVER PATCH, PADDED LEATHER ANKLE COLLAR AND BELLOW TONGUE MEN'S SIZE 6, MEDIUM WIDTH (800-05-32-100) (nt)	100 PR	21.86	2186.00
Sub-Total:				2186.00
Total:				2186.00
Transaction Fee	SicommNet will bill, via separate invoice, the 0.85% (0.0085) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..	18.58		
General Comments:				
Instructions: Freight / Handling Included in Price 1: MANDATORY Award Instruction #2. 2: MANDATORY Award Instruction #1. 3: Notice of Award -- Mandatory Instruction #1				
By: FRANK PIERCE				

To create awards by **Line Item (Split Awards)** go to the **Awards Manager/RFQ** page as before and select **Line Item** instead of **Lump Sum**.

The line items will be displayed in the bottom frame. You can select which item to work on. It will be marked as **In Work** and the Abstract will display the prices for that line item only.

There are two options for awarding by line item. 1) You can select a vendor for a line item and complete that award, then do another, or 2) you may select the vendors for all the line items first and then create the awards.

Q200800168	Wed Sep 26 2007		N/A		1	1	Tue Aug 28 2007 17:30:00	78082	SCALES AND WEIGHING APPAR
Q200800170	Wed Oct 31 2007		N/A		4	1	Thu Aug 30 2007 17:30:00	08035	BADGES, EMBLEMS, NAME TAG
Q200800473	Fri Nov 30 2007		N/A		9	1	Wed Nov 07 2007 17:30:00	12035	BOATS, MOTORS, AND MARINE
Q200800504	Thu Nov 29 2007				22	2	Tue Nov 20 2007 17:30:00	20120	Bands: Hat as per attache
RFQ Nbr	Delivery Date	View Responses			Responses / Move To On Hold	Line Items	Close Date	Commodity	Short Description
		Lump Sum	Line Item	TVL					
Q200800552	Tue Dec 25 2007		N/A		7	1	Mon Dec 03 2007 17:30:00	51505	LAWN MAINTENANCE EQUIPMEN

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RFQ #Q200800504 [DETAIL ITEMS](#) Line Item Award Method Award Checked To: (Lump Sum Award:)


Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
In Work. <input checked="" type="checkbox"/>		001	12	EA	20120	Bands: Hat as per attached specifications	
BARONIDAHO2 is available to be awarded items: 001 , 002 ,							
		002	50	EA	20120	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,	

After reviewing the abstract information, check the box next to **In Work**.


Then select the awarded vendor from the drop down list in the center of the bottom frame, **Award Checked To:**

This will assign the first line item to the vendor you have chosen. The system will also check the HCE for compliance.

	Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA
Abstract >	RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout



SiccommNet Inc.
 Test and Demonstration Agency
 2918 Fifth Avenue
 Suite 210
 San Diego, CA 92103

INDIVIDUAL LINE ITEM Abstract of Responses for Solicitation #Q200800504						
NIGP Nbr: 20120		Abbreviated Desc: Bands: Hat as per attached specifications				
Estimated Price	RFQ Line Items	Requisition Nbr	Line Item	Quantity	UOM	
1520	2 TTL Items	R200800685	001	12	EA	
Delivery Date		Email Date		Due Date		
Thu Nov 29 2007 00:00:00		Thu Oct 25 2007 11:56:16		Tue Nov 20 2007 17:30:00		
Assign/Manage pCard		Hawaii Compliance Express Login		Federal Excluded Parties List		
Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date
Intent: <input type="radio"/> Award: <input type="radio"/>	9.07	0		9.07	9.07	Fri Nov 30 2007
Dynamic Preference %:				Direction: <input type="button" value="Add To"/> <input type="button" value="go"/>		Set All: <input type="checkbox"/>
Vendor: BARONIDAHQ2_P00000056541						FedID: XX-XXXX234 IP Addr: 76.92.26.95
Recycled Status: Recycled						
Comments:						

RFQ #Q200800504		DETAIL ITEMS	Line Item Award Method	Award Checked To: BARONIDAHQ2	<input type="button" value="Go"/>	(Lump Sum Award: <input type="checkbox"/>)	<input type="button" value="Print"/>	<input type="button" value="Back"/>	<input type="button" value="Show Awarded"/>																								
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <table border="1" style="width: 100%;"> <tr> <th>Select</th> <th>UnAward</th> <th>Line Item</th> <th>Quantity</th> <th>UOM</th> <th>Cmdty Code</th> <th>Short D</th> <th>Status</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>001</td> <td>12</td> <td>EA</td> <td>20120</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>002</td> <td>50</td> <td>EA</td> <td>20120</td> <td></td> <td></td> </tr> </table> </div> <div style="flex: 2;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Select Multiple Item Awardee RYBRE AUTO CS COMPUTER SYSTEMS FULL SERVICE VENDOR low level BARONIDAHQ2 Siccommnet New vendor the new vendor Acme Electron Guns Siccommnet SURFER BOY INC. </div> <p>BARONIDAHQ2 is available to be awarded items: 001, 002,</p> </div> </div>										Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short D	Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	12	EA	20120			<input type="checkbox"/>	<input type="checkbox"/>	002	50	EA	20120		
Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short D	Status																										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	001	12	EA	20120																												
<input type="checkbox"/>	<input type="checkbox"/>	002	50	EA	20120																												
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="flex: 2;"> <p>CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,</p> </div> </div>																																	

Confirm your choice of this vendor selection in the popup.


You will then be asked if you wish to award this line item now (**OK**) or continue selecting vendors for the other line items (**Cancel**).

Normally it is best to continue to select all the vendors for each line item first, then do the awards later. If you choose to do the award for one line item only, the other line items will remain in the abstract waiting for you to process.

Your first line item will be marked as **Awarded** and you can select the second line item (**In Work**) and choose a vendor from the drop down exactly as before.

Main | **Solicitation Manager** | **Awards Manager** | **Award History** | **Approvals Manager** | **Miscellaneous** | **CAPTURE DATA**

Abstract > RFB | RFP | **RFQ** | PO Generator | Auto Release | My pCard Docs | Intent To Award | Contact Us | Help | Logout

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Test and Demonstration Agency
2918 Fifth Avenue
Suite 210
San Diego, CA 92103

INDIVIDUAL LINE ITEM Abstract of Responses for Solicitation #Q200800504

NIGP Nbr: 20120		Abbreviated Desc: Bands: Hat as per attached specifications					
Estimated Price	RFQ Line Items	Requisition Nbr	Line Item	Quantity	UOM		
1520	2 TTL Items	R200800685	001	12	EA		
Delivery Date		Email Date		Due Date			
Thu Nov 29 2007 00:00:00		Thu Oct 25 2007 11:56:16		Tue Nov 20 2007 17:30:00			
Assign/Manage pCard		Hawaii Compliance Express Login		Federal Excluded Parties List			
Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time
Intent: Award:	9.07	0		9.07	9.07	Fri Nov 30 2007	16:53:43
Dynamic Preference %:				Direction: Add To		Set All:	
Vendor: BARONIDAH02_P00000056541				FedID:		XX-XXXX234	
Recycled Status: Recycled				IP Addr:		76.92.26.95	
Comments:							

Windows Internet Explorer

Award Items 001
To: BARONIDAH02 Now?

OK Cancel

RFQ #Q200800504 **DETAIL ITEMS** Line Item Award Method Award Checked To: BARONIDAH02 Go (Lump Sum Award:) Print Back Show Awarded

Select	UnAward	Line Item	Quantity	UOM	Cmdty Code	Short Description	Status
In Work. <input checked="" type="checkbox"/>		001	12	EA	20120	Bands: Hat as per attached specifications	
BARONIDAH02 is available to be awarded items: 001, 002,							
<input type="checkbox"/>		002	50	EA	20120	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) Bands: Arm, Hat, Head,	

1520		2 TTL Items		R200800685		001		12		EA	
Delivery Date		Email Date		Due Date		Excluded Parties List		Price		Trans Date	
Thu Nov 29 2007 00:00:00		Thu Oct 25 2007 11:56:16		Tue Nov 20 2007 17:30:00				LABP Price LAB: -0.05		Fri Nov 30 2007	
Assign/Manage pCard		Hawaii Compliance Express Login		Federal Excluded Parties List							
Intent To Award / Award	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price LAB: -0.05	Trans Date	Trans Time				
Intent: Award:	9.07	0		9.07	9.07	Fri Nov 30 2007	16:53:43				

Windows Internet Explorer

Award Items 001
To: BARONIDAH02

Press "Cancel" to Continue Awarding Items to Other Vendors (or to abort awarding at this time)

Press "OK" to CREATE THE PURCHASE ORDER for BARONIDAH02 NOW

OK Cancel

When all line items have been reviewed and a vendor selected for award on each of them, go to the **PO Generator** sub tab on the menu bar.

You selections will be displayed in a list. Choose to either **Create** or **Un-Award**.

Create will take you to the Awards Input page where you process the award in the normal fashion described earlier.

Un-Award will cancel your vendor selection and move the line item back to the abstracts page.

BASEC eCommerce System - BUYER - Windows Internet Explorer

http://ic10.sicomm.net/buyer/index.html?toolSource=awardsManagerMenuLocal.html&menuFUNCTION=12&dataFRAMESTRING=agencyBuyerAwardLineItems.html

File Edit View Favorites Tools Help

Links SPO BASEC Login BASEC Training BASIC Admin BASEC c10 RFxList-Hawaii RFxList - HHSC RFxList-Judiciary Vendor Login Capital One CC Catalog Catalog FAQ Catalog Training Site

BASEC eCommerce System - BUYER

Main Solicitation Manager Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA

Abstract > RFB RFP RFQ PO Generator Auto Release My pCard Docs Intent To Award Contact Us Help Logout

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Purchase Order Generator Back View Transactions Log

		Awarded		Awarded to	Award Specifics		
Create	Un-Award	Solicitation	LI Nbr		Qty	UOM	Commodity
		Q200800504 - 00	001	BARONIDAHO2	12	EA	20120
			002	Sicommet	50	EA	20120

Back

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- agencyBuyerAwardLineItems - Fri, 14-Dec-2007 17:04:11

Part 4 – Finding and Managing Awards

This section will describe how to find your awards and manage them, including editing or cancelling an award, multiple awards, cancel and re-stage for award to another vendor, change orders, copying and reusing the RFQ used for the award, and printing of the PO Summary Report.

You can access your awards by using the **Award History** tab, then selecting **Search Awards** on the left side of the menu bar, or **All RFQs** on the right side.

Or begin by clicking on the **Award History** Icon and choosing **Search Awards** from the popup




There are 3 ways to search for awards on this page.


First – By days. The default is 31 days but can be changed up to 9999. If you change the number of days, select **GO** and allow time for the sorting. The choose from the drop down **Select an Award from the List Box**

Second – By number. You can enter the award number in the **Get Award for Document** area.

Third – By text search. Enter in words that appear in the line item description on the award you are searching for and click on **Find by Text**. A list of awards will display

Note: You can search your awards only or those of the whole agency.

	Main	Solicitation Manager	Awards Manager	Award History	Approvals Manager	Miscellaneous	CAPTURE DATA				
Search Awards	Linked Awards Locator	Alternate Proposal Locator	Award Expiration Tracker	All >	RFB	RFI	RFP	RFQ	Contact Us	Help	Logout



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Test and Demonstration Agency

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Suite 210

San Diego, CA 92103

My Award's issued in the last days:

Select an Award from the list box

List: My Award's: ☐
Agency Award's: ☒

Sorted By:

Award Date DESC

OR

Get Award for Document:

OR

Award's issued in the last days:
of: My Award's: ☐
Agency Award's: ☒

sort: AWARD NBR DESCENDING ONLY

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Your award or the award of others if you had chosen to show awards from others will be displayed.

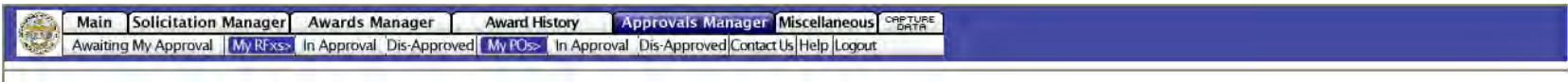
Scroll to the bottom to access other functionalities.

				
 <p> Bill To: Secure Internet Commerce Network PublicBuy.net 2918 5th Avenue San Diego, CA 92103 </p>		 <p> Secure Internet Commerce Network Notice of Award for Definite Quantity Contract </p>		
<p> DELIVER TO: Pubic Buy Net Headquarters Name 2 Name 3 2918 5th Avenue Address 2 San Diego, CA 92103 jberan@sicomm.net </p>		<p> Quoted By: Stuart Schaffer Date: Thu Dec 13, 2007 F.O.B: Destination Terms: </p>		
<p> VENDOR: SCHAFER MARKETING 5245 Gaylord Drive San Diego, CA 92117-1032 Attn: Principal Vendor Nbr: Emailed To: stuart_schaffer@yahoo.com Phone: 858-270-6664 Fax: Account Number: P00000056676 </p>		<p> Required Sun Sep 30, 2007 Delivery Date: Solicitation#: Q200800107 DOC#: D200800147 </p>		
<p> Contact: FRANK PIERCE 808-341-8782 Buyer: FRANK PIERCE 808-341-8782 </p>				
<div style="text-align: right;"> Assign/Manage pCard </div>				
Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman Type BOOTS, HIKER, LIGHTWEIGHT, NYLON AND SUEDE, LEATHER UPPERS, E.V.A. MIDSOLE WEDGE, REMOVEABLE INSOLES, STEEL SHANK, SUEDE LEATHER TOE OVER PATCH, PADDED LEATHER ANKLE COLLAR AND BELLOW TONGUE MEN'S SIZE 6, MEDIUM WIDTH (800-05-32-100) (nt)	100 PR	21.86	2186.00
Sub-Total:				2186.00
Total:				2186.00
Transaction Fee	SicommNet will bill, via separate invoice, the 0.85% (0.0085) Transaction Fee, capped at \$5000, applicable to this award in accordance with the Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice.		18.58	
<p> General Comments: </p>				
<p> Instructions: Freight / Handling Included in Price 1: MANDATORY Award Instruction #2. 2: </p>		<p> By accepting this order, seller agrees to accept all standard terms and conditions and those appearing on or attached to this order. </p>		

Part 5 – Approvals Manager

This section will describe how to find and view your approval routes and how to check on the status of a solicitation or award that is in approval routing.

To begin click the **Approvals Manager** tab.



Awaiting My Approval – are documents that you are the approver for. Click on the sub-tab to display a list for your approval.

My RFx's – are your RFQs that need approved by someone else. Click **In Approval** to see those still waiting for approval. Click **Dis-Approved** to work on those that have returned to you as rejected by your approver.

MY POs – are your awards that need approved by someone else. Click **In Approval** to see those still waiting for approval. Click **Dis-Approved** to work on those that have returned to you as rejected by your approver.

This is a sample that shows an award that is still waiting for approval. To see this type of info click on the **View Approvals** button in the blue area on the left of the popup. This is the info for this one particular award,

Additionally you can review all the routes assigned to you by clicking on the white **Show Approval Routes** in the center, This shows all routes assigned to you.

A screenshot of the Approvals Manager interface. The top navigation bar is identical to the one in the previous image. Below the navigation bar, the State of Hawaii logo and address are displayed. The main content area shows a table of awards. The first row is highlighted, showing details for a document with PO Nbr DO2008001472, Solicitation Nbr B2007003545, and Requisition Nbr R2007002912. Below the table, there is a section for 'In Approval POs' with a 'Show Approval Routes' button. A detailed view of the selected award is shown, including a description, date required, and scheduled release date. A popup window displays the 'Approval Status for Document Number: DO2008001472' and shows the approval route with stops 1 through 5. The current stop is 1, and the approver is hiapprover1. The popup also shows the approval date and status.

You assigned approval routes are also viewable under **Miscellaneous** tab, **Session Info** sub-tab.

If you have approval routes where you are the approver they will be listed under **Approval Responsibilities**. Approval routes assigned to your documents are listed under **Assigned Workflow Routes**.

In addition this page shows the number of current documents in work and their status.

It also has a copy of the login page info – scroll to the bottom to see this info.

[Main](#)
[Solicitation Manager](#)
[Create](#)
[Edit](#)
[Awards Manager](#)
[Award History](#)
[Approvals Manager](#)
[Miscellaneous](#)
[CAPTURE DATA](#)

[My Profile](#)
[My Commodities](#)
[Terms](#)
[NIGP](#)
[Vendors](#)
[Manage TVL](#)
[User Logs](#)
[History >](#)
[RFB](#)
[RFI](#)
[RFP](#)
[RFQ](#)
[Session Info](#)
[Contact Us](#)
[Help](#)
[Menu](#)
[Logout](#)

User: HAWAII BUYER 1 Level 1 Buyer (hibuyer1)

Agency: State of Hawaii (A00000000025)

Department: AGENCY

Today: FRI DEC 14, 2007 05:43:59 PM HST

Last Logon: FRI DEC 14, 2007 04:44:12 PM HST

RA	SA	PA	IA	App	DA	ON	AA	BH	BW	BA	BDA	Aw	UA
0	0	0	0	2	0	7	11	3	1	0	0	3	3

[IA Requisitions In Approval](#)
[IA Requisitions Requiring My Approval](#)
[IA Solicitations Requiring My Approval](#)
[IA Awards Requiring My Approval](#)
[App Approved Reqs Awaiting Buyer Action](#)
[DA Dis-Approved Requisitions](#)
[ON RFxs On Net](#)
[AA RFxs Awaiting Award](#)
[BH RFxs Not Released](#)
[BW Requisitions In Work](#)
[BA In Buyer RFx Approval](#)
[BDA Buyer RFx Dis-Approved](#)
[Aw Awarded RFxs](#)

[System Enhancements](#)

Approval Responsibilities for hibuyer1

Specifics					WorkFlow / Approval Routing										
ID	DeptID	DocType	Cmdty Code	Dollar Amt	UserType	Lvl 1	Type	Lvl 2	Type	Lvl 3	Type	Lvl 4	Type	Lvl 5	Type
Assigned Workflow Routes															
Specifics					WorkFlow / Approval Routing										
Route	DocType	Cmdty Code	Dollar Amt		Lvl 1	Type	Lvl 2	Type	Lvl 3	Type	Lvl 4	Type	Lvl 5	Type	
537															

Current Session Summary

POs Awaiting Release	Awaiting Approval	Disapproved Requisitions	Disapproved Solicitations	Disapproved Purchase Orders
DO2008001656 DO2008001663 DO2008001673 DO2008001674 DO2008001681 DO2008001686	No Documents Awaiting Approval	No Disapproved Requisitions	No Disapproved Solicitations	DO2008001554

Part 6 – Search System

This section will describe how to use the search functions in the system. It includes Review Documents, Review Commodities, Review Notepad, and Review Vendors.

To begin click the **Search System** Icon and choose anything on the popup display.



This example shows all Request for Quotations between 8-1-07 to 12-14-07.

36

Review Commodities

Text/Number – enter either a word or the commodity code number and select **Review Commodities** button

Show Classes From – click on the button below Show Classes from to see a complete list of all the top level 3-digit class codes (approximately 260). Click on **Review Commodities** button

This example shows a search all commodities that contain the word “water”

The screenshot displays the HePS Review Commodities search interface. At the top, there is a navigation bar with tabs: Main, Solicitation Manager, Create, Edit, Awards Manager, Award History, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this is a sub-navigation bar with links: New, In Work, On Hold, Pre-Encumbrance Hold, On Internet, Awaiting Award, Awarded, Find, Consolidation Mgmt, Contact Us, Help, Menu, and Logout.

The main search area has a header "Review Commodities" and a text input field labeled "Text / Nbr:" containing the word "water". Below this is a section labeled "AND / OR" with five search criteria: Index lookup, Scan Index, Show Classes (from), Scan Classes (for), and Drill Down. Each criterion has a circular icon next to it. At the bottom of this section are two buttons: "Review Commodities" and "Reset Commodity Parameters".

Below the search area, a message states: "To review all items within a Class click the LIST button and then review class items as required." This is followed by a list of search results, each with a "LIST" button, a "Class" number, an "Item" number, and a "Description".

LIST	Class	Item	Description
<input type="checkbox"/>	019	*	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	019	53	WATERMELONS
<input type="checkbox"/>	031	*	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
<input type="checkbox"/>	031	14	WATER SYSTEM, CHILLED (PORTABLE)
<input type="checkbox"/>	031	24	WATER TREATMENT CONTROLS, COOLING TOWER
<input type="checkbox"/>	031	27	WATER TREATMENT, COOLING TOWER
<input type="checkbox"/>	050	*	ART EQUIPMENT AND SUPPLIES
<input type="checkbox"/>	050	40	WATERCOLORS
<input type="checkbox"/>	052	*	ART OBJECTS
<input type="checkbox"/>	052	56	WATER COLOR PAINTINGS, ORIGINAL
<input type="checkbox"/>	060	*	AUTOMOTIVE AND TRAILER MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
<input type="checkbox"/>	060	35	WATER PUMPS, AUTOMOTIVE
<input type="checkbox"/>	060	42	WATER FILTERS, AUTOMOTIVE
<input type="checkbox"/>	065	*	AUTOMOTIVE AND TRAILER BODIES, ACCESSORIES, AND PARTS
<input type="checkbox"/>	065	92	WATER TANK BODIES FOR TRUCKS
<input type="checkbox"/>	075	*	AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
<input type="checkbox"/>	075	57	WATER HOSE AND REEL ASSY., AUTOMOTIVE
<input type="checkbox"/>	075	66	WATER PUMP LUBRICANT
<input type="checkbox"/>	120	*	BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES
<input type="checkbox"/>	120	32	WATER CHILLER, LARGE FLOW CAPACITY (TO CHILL HATCHERY WATER)
<input type="checkbox"/>	120	63	WATER VEGETATION REMOVAL EQUIPMENT

Notepad

Saved notes can be retrieved by entering information in the search area

Search by Document and Line Item Notes, other notepad entries, or by Vendor Notepad

This example shows notes on Hawaii Vendor 1 that have been entered by buyers

You may enter a new notepad entry and click on **Save Note** in the bottom of the popup window.

The screenshot displays the SicommNet web application. At the top is a navigation menu with tabs: Main, Solicitation Manager, Create, Edit, Awards Manager, Award History, Approvals Manager, Miscellaneous, and a small 'CAPTURE DATA' button. Below the menu is a sub-menu with links: New, In Work, On Hold, Pre-Encumbrance Hold, On Internet, Awaiting Award, Awarded, Find, Consolidation Mgmt, Contact Us, Help, Menu, and Logout.

The main content area is titled 'Notepad'. It contains search fields for 'Document & Line Item Nbr', 'Other Notepad Name' (with a dropdown), and 'Vendor Notepad (BASEC ID)'. There are buttons for 'Review Notepad Entries', 'Create Notepad Entry', and 'Vendor BASEC IDs/Notepads'. A red text prompt says 'Item blank for all entries' and '(Start vendor name search at)'.

Below the search area is a table titled 'Agency Vendors: Get notepad by clicking name, Send email by clicking system number.' The table has columns: Name, City, State, and System Number. It lists several vendors, including 'HAWAII VENDOR 1' and 'HAWAII VENDOR 3'.

A popup window is open over the table, showing a 'Vendor: HAWAII VENDOR 1 (P0000000003) System Notepad'. The window contains a text area with the following text:


```

12/12/2007 04:00:30 PM
DBEDTOPHAEVA
Vendor has the cleanest teeth in Honolulu!07/20/2007 05:12:10 PM
dhhlrobinso
vendor needs his job for toothpaste106/27/2007 04:57:00 PM
LNRENGGCHING
Vendor submits low prices06/20/2007 04:31:19 PM
hidotairmvil
Vendor forgot to use toothpaste today... YIKES!06/20/2007 04:31:07 PM
LNRFORIBUSTO
    
```

 At the bottom of the popup are buttons: Back, Print, Find, Save Note, Reset, and CC: VENDOR (and save).

Part 7 – Miscellaneous

This section will describe how to use change your User Profile and Password and find documents you have saved and need to open and work on again.

Profile and Password information is found under **Miscellaneous/My Profiles** on the Menu bar.

Passwords must be at least 7 digits long, contain a minimum of 2 capital letters and 2 numbers.

Click on the **Update User Info** button to apply changes.

State of Hawaii
State Procurement Office
1151 Punchbowl St.
Room 220A
Honolulu, HI 96813

GOLD Highlighted Fields indicate MANDATORY Input:

Agency Staff

Department ID: AGENCY

User Type: Level 1 Buyer

Buyer Code:

First Name: HAWAII

MI:

Last Name: BUYER 1

Title / Position: Buyer

Telephone: 808455-1212

FAX:

Email: hawaii@ps.com.hawaii

User ID: hibuyer1 (not editable)

Password: *****

Verify Password: *****

Interface Frames Display: Use the "Last" frame as little as possible

Approval Route Display: For Multiple Document

NOTE: With a large number of Documents the In-Line method results in a slower page load time.

For Requisition Approvals: In-Line

For Solicitation Approvals: In-Line

For Award Approvals: In-Line

Update User Info



When creating a solicitation you may have chosen the option to **Save Item/SAVE AND FILE DOCUMENT**. This saved your requisition under **Solicitation Manager/New**. It is not a RFQ yet, only a requisition. Click on **Manage** to open and continue working on this document and turn it into an RFQ.

After a solicitation has been created there is an option to **File RFQ for Later Action**. Your solicitation can be found again under **Solicitation Manager/On Hold**. Click **Manage** to open and continue working on this document.



If you leave the **Award Input** page while creating a Notice of Award, your vendor selection is saved under **Awards Manager/PO Generator**. Options are to continue to **Create** the award or **Un-Create** the vendor selection and return it to the Abstracts page.